5.5 Tip Sheet: How do I edit data that are already in the database?

This tip sheet describes the basic steps required to edit data that already exist in the database.

❖ The user must know the record number of the sample that is to be edited or the agency code, site number, begin date, begin time, end date (if there is one), and end time (if there is one) and medium code before proceeding. Note: you must have write access to the database.

❖ Choose option 2 – *Modify samples or results* from the main QWDATA menu.

❖ Choose option 3 – *Edit samples or results* from the Modify Samples or Results menu and the following qwedit screen is displayed. Note: before proceeding, confirm that the user is in the correct database.

> **qwedit – Water Quality Edit Program**
>
> **Processing in database: 01**
>
> **Enter record number:**
>
> **(Q to quit, <CR> to select by agency-site-date-time-medium)**

❖ Enter the sample record number or press the <Enter> key and enter the agency code, site number, date(s), time(s), and medium code. The program will respond and ask you to confirm if this is the desired record.

❖ If this is not the correct sample record enter an 'n' and the program will reset the input screen to the qwedit screen above. If it is the correct sample record, enter a 'y' and the program will display the following "Edit Options:" screen:

> **EDIT OPTIONS:**
>
> **1 – Select another record**
>
> **2 – Modify the record header**
>
> **3 – Modify the analytical data**
>
> **4 – Delete the record**
>
> **Please enter your choice:**

- ❖ Choose Edit option 1 to select another record.

- ❖ Choose Edit option 2 to add, delete, or change any of the record header information. The sample header information is described in section 3.1. Choose Edit option 3 to add, delete, or change any of the analytical data or attributes associated with a result.

- ❖ For both option 2 and 3, the cursor control characters and options are shown at the bottom of the entry screen and are described in section 2.2.2 and in Tip Sheet 5.1, and can be displayed on the screen by typing "?/".

- ❖ Note that if the data have been reviewed, the DQI will have to be changed before making changes to an existing analytical result or its attributes.

- ❖ Choose Edit Option 4 to delete the entire record. The program will ask for confirmation that this record is to be deleted. To help ensure that no mistakes are made, the response must be "YES" in all capital letters.

> **Please enter your choice: 4**
>
> **Are you sure you want to DELETE that record (Must enter YES to delete)?**

- ❖ The program will confirm if the record has been deleted. If the record was not deleted then the program returns the user to the Edit Options screen. If the record was successfully deleted, then the program returns the user to the initial qwedit screen.